

## Nursing Research Award

Research awards are valued up to \$2,500. The award provides seed money for:

- a) developing a proposal,
- b) conducting a pilot/small study or
- c) further development of an ongoing research project.

Applicants must complete the following online forms:

- [Team Members](#) – identify the project team members and their role/contribution to the project.
- [Resume](#) – specific resume information for the project Principal Investigator(s).
- [Project Information](#) – contains specific information about the project, including potential contribution and relevance to nursing.
- [Budget](#) – contains information about the project expenses to be covered by the Trust and other project funding.

### Supporting Documentation

The principal investigator must submit the following supporting documentation in order for the application to be considered complete:

- A copy of the research proposal, not exceeding **10 single-spaced typed pages** exclusive of appendices. See page 2 for additional information regarding the proposal requirements.
  - Note: If the application is for development of a proposal, a background paper must be submitted. The background paper shall not exceed 10 single-spaced pages, exclusive of appendices, and must include as many proposal requirements outlined on page 2 as possible.
- Job descriptions (e.g., job advertisements) for personnel included in the budget section of the application.
- Approval from an established ethical review committee for projects involving the use of human subjects and/or access to confidential records.
  - The Committee will review applications prior to receiving ethical approval however, **funds will not be released** until proof of ethical approval from a recognized review committee is received.
- A résumé for **each** principal investigator.
  - The online résumé form contains the required information. Please do not submit a paper copy of your résumé/CV.
- Letters of Support
  - Letters of support outlining the value of the project (e.g., collaborators, supervisors, patients, etc.) **are not required** but may be submitted to strengthen the application.

Supporting documentation can be sent by email to [documentation@nlrntrust.ca](mailto:documentation@nlrntrust.ca) or by regular mail to:  
Newfoundland & Labrador Registered Nurses' Education & Research Trust  
c/o CRNNL House  
55 Military Road  
St. John's, NL A1C 2C5

### **Proposal Requirements**

Research proposals must not exceed **10 single spaced typewritten (8.5x11) pages**, excluding references and appendices. Appendices should be limited to critical supplementary information (e.g., survey instruments, consent forms etc.). Unnecessarily long proposals and appendices may not be reviewed.

Proposals **must include** the following:

- (a) statement of the problem \
- (b) literature review | Not to exceed FOUR pages (a + b + c)
- (c) purpose and objectives /
- (d) methodology (including type of study and theoretical/philosophical underpinnings)
- (e) method/protocol (e.g., population, sample, setting, description of variables, procedure/data collection, data analysis, rigor)
- (f) ethical considerations
- (g) dissemination of results
- (h) references
- (i) project timeline\* (appendix)
- (j) project budget\*\* (appendix)

*\* A project timeline such as a gantt chart must be included as an appendix. It will not count towards the proposal page limit.*

*\*\* Include the full project budget in the proposal. The online form is used to identify the expenses that are to be covered by the Trust and any additional funding. In order to align with the online form, the project budget must be organized using the following categories:*

- *personnel*
- *equipment*
- *supplies/services/other*
- *dissemination*

Proposals will be subject to a blind review. Please ensure that investigators names are not on the proposal.

## **TERMS AND CONDITIONS**

**Unclaimed Funds:** Recipients have twelve (12) months from the date of notification to claim their research award. Unclaimed funds will be returned to the Trust unless prior approval has been requested and granted by the Research Awards Committee. Requests for an extension to claim a Research Award must be received at least one (1) month prior to the deadline.

**Unspent Funds:** Funds not spent within twelve (12) months of the date the research award is issued are to be returned to the Trust. Funds may be retained to complete a project provided prior approval has been requested and granted by the Research Awards Committee. Requests for an extension to spend the funds must be submitted at least one (1) month prior to the deadline. Extensions can be granted for up to two years.

**Project Termination – Unused Funds to be Returned:** The principal investigator is responsible for notifying the Newfoundland and Labrador Registered Nurses' Education and Research Trust immediately if the approved project will not be completed. Project termination requires submission of a report of project results at the point of termination, a statement of expenditures, a request for termination with rationale, and a refund if award funds exceed actual expenditures.

**Publications:** All publications and reports arising from the project must acknowledge the financial assistance of the Newfoundland and Labrador Registered Nurses' Education and Research Trust.

**Retroactivity:** Award funds may be used for components of the research project that have been completed provided receipts are available. The award will not be awarded retroactively for completed research projects.

## **BUDGET AND FINANCIAL ADMINISTRATION**

The principal investigator will be responsible for the budget.

If the total budget is more than can be provided by the Newfoundland and Labrador Registered Nurses' Education and Research Trust award, provisions for the source of the remaining funding must be described if essential for project completion.

A **maximum of 20%** of the research award may be used for investigator training.

Costs directly associated with travel for data collection purposes and for dissemination of research findings are allowed.

- A **maximum of 20%** of the research award may be used for conference attendance to disseminate results. A member of the research team must be presenting at the conference (oral or poster presentation).

Funding will not be allowed for renovation of facilities, rent, utilities, or entertainment. No portion of a principal investigator's salary is allowed as a budget expense.

Only personnel expenses allocated for research assistants, technicians and non-professional assistants are allowable. Rates of pay for research assistants, technicians and non-professional assistants should be in accordance with the pay scales and policies of the agency at which the principal investigator is employed or affiliated.

Equipment costs should **not exceed 10%** of the research award.

### Review Process

The Newfoundland and Labrador Registered Nurses' Education and Research Trust Research Award Review Committee co-ordinates a peer review of proposals. This Committee reports to the Trust Awards Committee.

All proposals are reviewed through the peer review process for scientific merit, potential contribution to the profession of nursing, feasibility, clarity and relevance.

The Research Award Review Committee selects successful candidates.

Results of the selection process are generally available in late November and applicants will be notified by e-mail.

- In the event that the applications are accepted for a special funding competition, results of the selection process will generally be available in late March. Applicants will be notified by e-mail.

Candidates successful in obtaining full funding from other sources may be asked to accept the alternate funding.

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